CONVERSION OF SICK LEAVE TO SALARY
NOTICE OF ELECTION

Employees who meet the eligibility requirements may elect once each fiscal year to convert a portion or all of 7/1 accumulated sick leave, less 360 hours. This conversion can occur at any time during the fiscal year. The maximum accrual rate (cap) will be adjusted at the time of conversion and based on 7/1 balance minus the hours converted.

Eligibility Requirements
- Hired before July 1, 1988;
- Only 7/1 sick leave balance above 360 hours may be converted during the fiscal year; and,
- Meet the age and service requirements to receive a full or reduced retirement.

Personnel Information

Name: _____   SSN: _____   Department: _____

Date of Conversion _____

7/1 Sick Leave Balance*:   _____ -360
Hours to Convert: _____ paid at 15%
Remaining Hours: _____ Must be at least 360 hours
      *If the current sick leave balance at the time of conversion is below the 7/1 balance, use the current.

New sick leave maximum rate is _____ hours.

_____Request a lump sum in next payroll check.
      OR
_____Request payments be equally distributed for remainder of the fiscal year during the months of

_____

I understand and agree to the following conditions:
- Not base-building for future salary increases and is not part of base salary for any other purposes, e.g. STD, worker's compensation, promotions, etc.
- Converted sick leave is paid at 15% for the base hourly rate. This rate applies regardless of the number of payments for the fiscal year.
- Hourly rate is based on the base salary at time of the conversion (base salary x 12 / 2080).
- PERA contributions and taxes will be deducted.
- Does not result in additional PERA service credit.
- Sick leave conversion program ends June 30, 2005. All payments must be made on or before this date.
- At retirement, will be paid 25% of the remaining sick leave up to the maximum accrual rate in accordance with state personnel rule. Also per state personnel rule, buy back of leave is not allowed.

Employers or payroll officers cannot advise employees on tax, financial, or PERA issues and benefits. Therefore, employees are encouraged to consult a tax/financial advisor and/or a PERA representative.

Employee Signature

Signature: _____   Date: _____

NOTE TO PAYROLL/PERSONNEL
- Reduce sick leave balance by number of hours converted.
- Set new maximum accrual rate in at the time of conversion by the following formula:
      7/1 balance (or current balance, whichever is less) – number of hours converted = new maximum accrual rate.